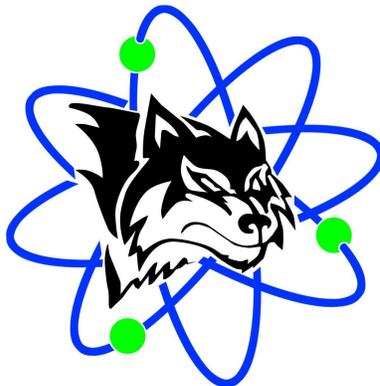




**2019-2020
La Crescent
Montessori & STEM
School Family
Handbook**



La Crescent Montessori & STEM School Family Handbook **2019-2020**

La Crescent Montessori & STEM School (K-12) is a tuition-free public charter school. As a Minnesota charter school, we are our own school district (#4054) and are governed by a board consisting of teachers, parents and a community member. La Crescent Montessori & STEM School also offers a fee-based preschool program.

La Crescent Montessori & STEM School
1116 S. Oak Street
La Crescent, MN 55947
Phone: 507-895-4054
Fax: 507-895-4064
LMA4054@lacrescentmontessori.com
www.lacrescentmontessori.com

OUR VISION AND MISSION

The vision of La Crescent Montessori & STEM School is to develop self-assured, lifelong learners who are compassionate, globally-minded, and empowered to positively impact the world.

Our mission is to prepare outstanding Montessori environments with integrated STEM education and rigorous academics, which foster independence, self-assurance, collaboration, and connections to the global community and provide experiences that promote curiosity, inquiry and engagement. LMSS' approach is guided by the principles of AMS Montessori education.

BOARD OF DIRECTORS

Melissa Johnson	Teacher	Melissa@LaCrescentMontessori.com
Eileen Krenz	Community Member	stampingfrenzy@gmail.com
Taliesin Nyala	Parent	tnyala@gmail.com
Brittany Faustino	Teacher	msfaustino@LaCrescentMontessori.com
Kate Garfin	Teacher	Kate@LaCrescentMontessori.com

Staff Directory

Administration

Head of School	Stephanie Wehman	SWehman@LaCrescentMontessori.com
Director of Operations	Tammy Stremcha	Tammy@LaCrescentMontessori.com
School Email		LMA4054@LaCrescentMontessori.com

Children's House

Teacher	Angela Von Moos	AVonMoos@LaCrescentMontessori.com
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Elementary

E1 Teacher	Brittany Fautino	msfaustino@lacscentmontessori.com
E2 Teacher	Melissa Johnson	Melissa@LaCrescentMontessori.com

Adolescent Program

Classroom Director	Tricia Runningen	TRunningen@LaCrescentMontessori.com
Classroom Director	Kate Garfin	Kate@LaCrescentMontessori.com
Classroom Director	Taylor Gruszka	Taylor@LaCrescentMontessori.com
Classroom Director	Luke Wahl	LWahl@LaCrescentMontessori.com

School-Wide

SPED Director	Carl Romstad	contact school email
SPED Teacher	Edward Hoskin	Ed@LaCrescentMontessori.com
SPED Teacher	Holly Timm	holly@lacscentmontessori.com
Nurse		contact school email
Speech Therapist		contact school email

THE MONTESSORI PROGRAM AT LMSS

GOALS

As a public charter school, La Crescent Montessori & STEM School is committed to meet the educational goals, objectives, and standards as determined by the Board and our authorizer, the Audubon Center of the Northwoods. Staff and parents are committed to the full development of each child as healthy, productive members of the community and as independent learners.

Individual goals are determined by the needs and abilities of each child. Emphasis is placed on the development of independence, responsibility, and self-awareness. This leads to

learning to be responsible and functioning members of a community, and ultimately to a greater understanding of the world and the universe.

Key concepts emphasized are respect for self, respect for others, and respect for the environment.

AN OVERVIEW

THE CHILD

The Montessori system of education is based on developmental needs of each child. Children are introduced to specific concepts that relates to their physical development—intellectually, physically, and psychologically. Each child’s unique ability and motivation to develop his/her own potential and capabilities is recognized. Respect for the child is one of the most important tenets of Montessori education.

THE PREPARED ENVIRONMENT

The “prepared environment” in a Montessori classroom consists of an array of materials that allows children to proceed through increasingly difficult work at the pace of their own development. The teacher assists each child by giving lessons on the materials, guiding progress, and checking for mastery. The prepared environment encourages independent learning, exploration, and inquiry.

Montessori materials make abstract and complex concepts clear. They are distinctive because:

- they span the range from concrete to abstract, simple to complex, in an orderly sequence.
- they embody many concepts within each piece for the child to discover.
- they foster “auto-education,” which permits the child to determine the correct approach.
- they attract children due to their beauty and craftsmanship.

Academic and cultural subjects are taught in a spiral of increasing complexity. Subjects are introduced through sensorial and concrete materials in Pre-K through grade 6. Work becomes increasingly abstract and complex in upper grades as students build on the foundation established in earlier years.

THE CLASSROOM

Montessori classrooms are self-contained. Instruction is designed for three-year student age spans for ages 3 to 18 years old:

- Children’s House, serving students 3 to 6 years old.
- Elementary 1 or E-1, serving students 6 to 9 years old.
- Elementary 2 or E-2, serving students 9 to 12 years old.
- Adolescent Program, serving students 12 to 18 years old.

Students may stay with the same teacher for three years. This structure allows for individual differences to be truly recognized, As a public school, we ensure this additional individualization while adhering to state standards.creates a sense of community, and lets children benefit from each other in a noncompetitive atmosphere of confidence and respect.

Children are looked at as individuals and are given lessons within the structure of the prepared environment and under the guidance of the teacher when developmentally appropriate. As children become more self assured and competent, they are more able to direct their own learning. As some children work individually or in small groups, the teacher is free to work with individuals and small groups of children. The teacher personalizes each child's program, and observes and guides each child toward completion. Careful recording of progress allows the student and teacher to plan each child's work. As a public school, we provide this additional individualization while ensuring learning is aligned to state standards.

HOMEWORK

Homework may be assigned for spelling practice, completion of unfinished daily assignments, enrichment, or reinforcement of skills. Homework may also be project based.

ASSESSMENTS

Student progress is assessed in several ways, and is reported by written progress reports that are sent home two times per year. Parent-teacher conferences are also offered during the fall and spring to discuss progress. Standardized testing is done several times per year in accordance with our charter contract with our authorizer.

PARENT CONFERENCES

We believe conferences are an essential opportunity for our families and our goal is 100% attendance. Please talk to your child's teacher about your child's educational growth and needs. We will send scheduling information home with your child or via electronic communication.

THE CURRICULUM

The Montessori curriculum at La Crescent Montessori & STEM School can be described by grouping instruction into several major areas.

Math - using distinctive Montessori materials to move the child from concrete to abstract learning of whole numbers, addition, subtraction, multiplication, division, fractions and decimals, geometry and advanced mathematics.

Language Arts - an integration of all subject areas, emphasizing reading, writing, and listening skills. Students also study literature and do beginning research in the lower elementary grades leading to expanded research in the upper grades.

Science - exploring and understanding the life sciences of biology, zoology, botany, physics and chemistry through observation and research. Students gather data, measure, classify, analyze and perform experiments.

Cultural Studies - exploring the prehistory and history of human beings, and answering questions about their needs and relationships through experiments and research. Students trace human culture through ancient civilizations, the Middle Ages, the Age of Discovery, and the Renaissance.

Geography - researching the geological history of the earth, discovering physical properties of the earth and how laws of the universe affect the earth and its people. Students consider a number of structures and systems—physical, political, social and cultural—and become familiar with maps of the world. Advanced study includes resource-agricultural-economic geography.

Art - will incorporate exploring creative expression through a multitude of art media. The elements of design are studied from a sensorial introduction through to mastery of technique. Art is woven throughout the curriculum.

Music - experiencing and studying music as a reflection of history, culture, and the spirit of people. Music theory and instrumental exposure is included.

Media - developing research skills and the ability to use technology appropriately as a tool for research, reporting and creating.

Physical Education - engaging in physical activities in a cooperative, self-competitive setting which will promote the development of a philosophy for life-long health, wellness and fitness.

GRIEVANCES

Any questions or concerns you may have may be brought to the Head of School. Contact information for this position can be found in the earlier pages of this handbook in the Board of Directors and Staff sections.

FAMILY PARTICIPATION

Charter schools are created to give parents and educators independence: the independence to create schools based on the visions and shared values of the school community. La Crescent Montessori & STEM School is a charter school created by families and educators working together to build a community of learning. Our school is enriched by the values, skills, resources, and dedication that each LMSS family brings to the school community. At LMSS we come together out of love for our children to give them an education based on Maria Montessori's vision of the great potential found in every growing child.

It is only as an involved community of families and educators that we can bring the school to its fullest potential for our children and for future generations. We encourage all families to be involved through volunteerism and participation in school events.

ENROLLMENT

LMSS accepts applications beginning January 1st for the following school year. Preference for enrollment shall first be given to siblings of enrolled pupils and to foster children of that student's parents, followed by staff children, before accepting other students by lot. If there are more applications at any grade (K-12) than vacancies, an admissions lottery is done on February 1st. Waiting lists are constructed in the order drawn in the lottery. After conclusion of the lottery, LMSS shall add to the waiting lists on a first come first serve basis. This waiting list is used to fill subsequent openings for the following academic year.

LMSS does not discriminate on the basis of race, color, creed, religion, gender, national origin or disabilities. Special education services are available to those who qualify.

ATTENDANCE

(For your convenience, a shortened version of this policy is provided. The Attendance Policy, in its entirety can be requested from the school office.) Legal Ref. MN Statutes 120A Compulsory Instruction, 260.C Juvenile Court; Child Placement; Compacts, 260A Truancy

Reporting Absences

School begins at 8:00 a.m. Parents/guardians MUST notify the school office by phone or in person, no later than 8:30 if a child will be absent or to report a tardy. Individual emails to staff may not be checked in time to ensure accurate reporting. For planned absences, please send written notice or email in advance. If the school is not notified by 8:30, administration will call parents/guardians to ensure the safety of the child.

ATTENDANCE IS IMPORTANT/LEGAL REQUIREMENTS

Regular attendance is very important to success in school. It is expected that a child's school attendance will be regular and on time each day unless prevented by:

- health issues
- religious observances
- severe weather
- student required to be in court

The reasons listed above are the only ones for which an absence may be permitted.

State law requires that children who are between 7 and 17 years of age must attend school (MN Statute 120.06). Schools are required by law to report any child who is truant to authorities. Students are expected to attend school daily; K-6 students with 10 or more absences (excused and/or unexcused), per school year may be required to make up missed time and/or assignments. After fifteen consecutive days of absenteeism, your child will be automatically un-enrolled at LMSS.

Definition of Truancy

Continuing truant means a child who is absent from instruction without a valid excuse within a single school year for:

- 1) three days if the child is in elementary school; or
- 2) three or more class periods on three days if the child is in middle school, junior high, or high school.

The compulsory instruction law clarifies that the parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

Consequences of Unexcused Absences

First unexcused absence: the parent(s) will be notified that the child has been reported as unexcused for their absence via email or phone.

Second unexcused absence: the parent(s) will be notified that the child has been reported as unexcused for their absence via email or phone for the second time. Information will be provided upon the occasion of a third unexcused absence.

Third unexcused absence: LMSS will inform the parent(s) by first class mail or other reasonable means:

- 1) that the child is truant;
- 2) that the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- 3) that the parent or guardian is obligated to compel the attendance of the child at school pursuant to section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under section 120A.34 (found guilty of a petty misdemeanor);
- 4) that this notification serves as the notification required by section 120A.34;
- 5) that alternative educational programs and services may be available in the child's enrolling or resident district;
- 6) that the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) that if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C;
- 8) that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201; and
- 9) that it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day

TARDINESS

If you are aware that your child will be tardy, please provide a reason for the tardiness. **Class time begins at 8:00 a.m.** If a child arrives late at school, a parent must accompany the child into the building and sign them in at the office.

Consequences of Unexcused Tardiness

A K-6 student is considered tardy when they are late to school by one to 50 minutes.

First unexcused tardy-student warning.

Second unexcused tardy-Student and parent notification, and reminder of the consequences of a third tardy.

Third unexcused tardy- Student may be assigned additional study time to be scheduled at staff convenience. (This time is provided through staff volunteerism.)

Additional tardies are calculated based on the above consequences.

AFTER SCHOOL

If your child's after school plans for a given day are different than what he/she normally does, please send a note. For example, if your child normally rides the bus to an after school care program, but instead will be walking home with a friend, your child's teacher and the program must be notified in advance.

MEDICAL APPOINTMENTS

Please try to arrange regular physical and dental checkups on **non-school days/times**. If a student must be excused for a medical or dental appointment during the school day, please send a note to the school office or teacher (include student name, teacher's name, date and time the student is to be picked up and returned to school, or time of late arrival); the student will be recorded as absent for any time missed from school.

DROPPING OFF/PICKING UP STUDENTS

Class begins at **8:00 a.m. and ends at 2:50 p.m.** Monday, Tuesday, Thursday and Friday.
Every Wednesday, school hours are from **8:00 a.m. to 2:15 p.m.**

Please drop off your child at school between 7:50 a.m. to 8:00 a.m. and pick up your child between 2:50 p.m. and 3:00 p.m. We cannot guarantee supervision for children before or after these times. Make sure your child has entered the school building before you leave. **Doors are not unlocked each morning until 7:50 a.m.**

For parents who need an earlier drop off time or a later pick up time, LMSS is providing before and after school care. Before school care begins at 7am. After school care is available until 5pm. In the event of late starts, early releases, or canceled days, the respective care will also be canceled. Charges are incurred by the hour. Payment is due for the month, a week prior to the beginning of the month. For example, the payment for October care is due the final week of September. LMSS has hired and staffed the before and after school care program with trained adults. We request consistent scheduling to ensure appropriate staffing. We will not be able to accommodate drop-ins. Students remaining in the building after 3:05 pm (or 2:25 on Wednesdays) will be taken to the after school care program, and parents will be billed. For any minute after 5pm that a student remains at the after school care program, \$1 per minute is due directly to the staff member.

We are vigilant about safety during student drop-off and pick-up times. Students may only be picked up from parents/guardians or those with permission we have on file. If a child misses a bus or is not picked up on time, a staff member will contact the parent/guardian and review plans for pick up. We frequently remind students about safety rules and ask parents watch carefully for children in the parking lot.

Thank you for helping us keep all the children safe!

SIGNING YOUR CHILD OUT OF SCHOOL/RELEASE OF STUDENTS

VISITING SCHOOL

Any time that someone other than an LMSS staff member enters our school, they must sign in and out at the office and pick up a Visitor Badge before they enter the school for any reason. The sign in sheet is in the office. Please put your name, date, time of arrival (and departure) and the reason for your visit. Please do not put any children's names down, as this is a privacy issue.

RELEASE TO PARENTS/GUARDIANS

Any time you wish to pick up your child from school during the day, you should notify the office at least one hour in advance to pick up. Parents must sign their child out in the office before the student will be released from the building.

RELEASE TO OTHERS

We will not release students at any time without parent/guardian approval. No child will be released from school without the consent of the custodial parent/guardian; alternative arrangements may be made with administration in writing. Please keep your contact phone numbers updated as we may call you for verification.

SEVERE WEATHER SCHOOL CLOSINGS

If the La Crescent-Hokah School District (ISD 300) closes due to severe weather, La Crescent Montessori & STEM School will also be closed. School closure information is posted on local radio and television stations, and you can sign up for local text alerts through the television stations. LMSS will also publish school closures on the LMSS Facebook page.

If ISD 300 schools close early, LMSS will close also.

It is important to have a family emergency plan BEFORE the first snow falls. Your child will need to know where to go (or where to find a key) in the event that school is closed and they need to be at home or return home early. You will be required to provide this information on the Student Transportation Plan form in your registration packet.

E-Learning Days

Purpose: In an effort to reduce the loss of instruction time when school is canceled due to inclement weather, LMSS staff will provide instruction through an "E-learning" day.

By utilizing E-learning days, LMSS will not need to extend the school year due to snow or cold weather days. At least two hours prior to the regular school day start time, families will be notified of the implementation of the E-learning day. Staff will be available via internet and phone (via Remind app) during regular school hours.

PreK-6 students will be provided an E-learning folder or instructional email. Inside that folder/email, will be explicit instructions and lessons for the students to complete. This information will be reviewed with parents at fall conferences. Families that do not have access to the internet should speak directly to their child's teacher in advance. Teachers will be able to provide any/all lessons in alternative format.

7-12 grade students will receive explicit instructions through Google Classroom. This approach to e-learning days will be reviewed with parents and students during fall conferences. Families that do not have access to the internet should speak directly to their child's teacher in advance. Teachers will be able to provide any/all lessons in alternative format.

Please be respectful with the use of teachers' personal phone numbers. Use of their phone numbers is limited to regular school hours on E-learning days, unless permission is explicitly given by the teacher.

Leg. Ref. 120A.414 Leg. Ref. 120A.414

TELEPHONE CALLS/ ELECTRONICS

If you need to talk to your child's teacher during the school day, please call and leave a message or send an email. Otherwise, please wait until after 2:50 p.m. to contact your teacher, as they are working with students from 8:00 a.m. until 2:50 p.m. You may also call the office and staff will deliver a message as soon as it is possible. If you have questions regarding your child, the teacher/staff member will return your call as soon as possible. If you need to speak with your child, please contact the office at 507-895-4054. Cell phones, personal use electronics, including but not limited to tablets and smart watches need to be turned off and kept in the designated area determined by the classroom teacher(s) until the end of the school day. This is based on the honor system; if it can't be followed electronics will be taken away and parents will be required to pick up the item at their earliest convenience.

Please do not call with messages for your child unless it is an emergency. Students may use the school telephones with staff permission in emergency situations.

ANNUAL NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day LMSS receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Head of School or Director of Operations a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. LMSS is not required to provide copies of materials in educational records unless, for reasons such as great distance, it is impossible for parents, guardians, or eligible students to inspect the records personally. LMSS may charge a fee for copies (\$0.10/page). LMSS may require that the parents, guardians,

and/or eligible students examine the records in the presence of a school employee. LMSS is allowed a reasonable time to make records or copies of records available and will do so at the earliest possible opportunity but in no case longer than 30 days after a request has been provided.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to amend their child's or their education record should write the HOS or DO, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. The parent, guardian, and/or eligible student has the right to place a statement in the record commenting on the contested information in the records.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school or school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request or the disclosure is initiated by the parent or eligible student.]

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by LMSS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that LMSS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, LMSS may disclose appropriately designated "directory information" without written consent, unless you have advised LMSS to the contrary in accordance with LMSS procedures. The primary purpose of directory information is to allow LMSS to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists; and
- Graduation programs

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want LMSS to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify LMSS in writing by September 15th of each year. LMSS has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Dates of attendance**
- **Grade level**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**



Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

Students who do not participate will receive a score of "not proficient."

- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how

well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K-12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state- required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date (This form is **only** applicable for the 20 to 20 school year.)
Student's Legal First Name Student's Legal Middle Initial
Student's Legal Last Name Student's Date of Birth
Student's District/School Grade

Please initial to indicate you have received and reviewed information about statewide testing.

I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading MCA/MTAS Science
 MCA/MTAS Mathematics ACCESS or Alternate ACCESS for ELLs
Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered 'proficient'.

If my student is in high school, I understand that by signing this form, my student will not have an MCA score, that could potentially save time and money by not having to take remedial, noncredit courses at a Minnesota state college or university.

Parent/Guardian Name (print) _____
Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number

SPECIAL EDUCATION

Special education services are available to eligible students. If you have a concern, please contact our Special Education Team at (507) 895-4054 **as soon as possible**. If your child has had any special services such as special education, an IEP, or a 504 Plan, let us know immediately so that we may plan with you to meet your child's special needs.

504 Plan and Title IX

LMSS does not and will not discriminate against any employee, student, volunteer, or member basis of which the Office of Civil Rights enforces civil rights statutes including mental or physical disabilities or sex. Sexual harassment is a form of sexual discrimination, and is not tolerated at LMSS. The Title IX coordinator is Tammy Stremcha, and the 504 Plan Coordinator is Stephanie Wehman. If you would like to file a grievance, coordinators can be reached at 507-895-4054. Write to her at 1116 South Oak St. La Crescent, MN 55947.

HEALTH

WHEN TO KEEP YOUR CHILD AT HOME

If your child has had an elevated temperature (100 degrees or higher), vomiting, or diarrhea, the child should remain at home for 24 hours symptom free before returning to school. The same applies to any symptoms of flu, sore throat, rash, continual cough, etc. This will help reduce the spread of infections throughout the school. It is important to notify the school of any contagious conditions your child may contract, such as strep throat, pinkeye, head lice, or scabies so that staff will be able to take appropriate measures to protect other students. In addition, if your child is too sick to go outdoors for recess, please keep him/her at home. Your cooperation is essential!

HEALTH PROBLEMS

If your child has a health problem, such as a heart condition, a hearing or vision problem, or serious allergies, please note this on your child's emergency form and contact the school prior to the start of the school year. Health information will be recorded on your child's health record and procedures for managing the condition at school will be discussed. If any changes in the health status of your child occurs during the school year, please contact the office right away.

EMERGENCY INFORMATION/HEALTH PROCEDURES

Please be sure that you return the Emergency Information sheet and send notes updating phone numbers when needed during the year. **We must have a way to reach parents during the day, at home, at work, or through a neighbor or relative.** Please indicate if you provide the school with an unlisted number as these will be kept strictly confidential.

In case of emergency, we will call the numbers listed on the Emergency Information sheet. If no one listed can be reached, we will take whatever action we deem to be the most appropriate:

- care for your child at school until someone picks him/her up; or
- call the doctor listed on the Emergency Information sheet; or
- transport the child to a hospital emergency room.

In emergency situations, we may call 911. Your child may be transported via ambulance.

MEDICATIONS

Parents/guardians are encouraged to have their children take medication before or after school whenever possible. School staff are not allowed to issue ANY medication to students without a doctor's order on file.

Parents may request the school dispense medication to their children. In order to do so, parents must complete a Medication Authorization form, which must be signed by a doctor, and return it with the medication to the office. Herbal preparations and prescription medications both require a doctor's order. Prescription medication must be delivered to school in a prescription bottle, labeled by the pharmacy with the student's name, name of medication, dosage, and time to be given. The date must be current (within one calendar year.)

IMMUNIZATIONS

Minnesota state law requires full immunizations for all school children. To attend school in Minnesota, students must show they've had all the required immunizations. Please keep a permanent record of your child's immunizations and annually complete updated information to the school prior to the first day of school or admission will be denied. Exemptions to this law exist. For more information please contact the school.

SCHOOL NURSE

A licensed school nurse reviews and monitors our health policies and procedures. If you would like to speak with the nurse, please contact the school office and we will have the nurse call you back.

CODE OF CONDUCT

Student Rights:

- Right to a safe environment
- Right to a Montessori education
- Right to support from parents and staff

Student Responsibilities:

- Responsible for own behavior; respect of self, of others, and of the environment, at all times
- Responsible for own academics; work that is complete, on time, and of high quality
- Responsible for own attendance; Expectation-100% attendance, on time, every time

Parent Rights:

- Right to a safe environment
- Right to a Montessori education; information on Montessori education and your child's progress
- Right to support from staff

Parent Responsibilities:

- Responsible for own behavior; respect of self, of others, and of the environment, at all times in action and language; this includes staff, parents and students
- Responsible for own support of your child's academics; prepared home environment, one-on-one support of your child's progress

- Responsible for own assistance of your child's attendance; Expectation-100% attendance, on time, every time

Staff Rights:

- *Right to a safe environment*
- *Right to provide a Montessori education*
- *Right to support from staff, parents, and students*

Staff Responsibilities:

- *Responsible for own behavior; respect of self, of others, and of the environment, at all times; this includes all staff, parents and students*
- *Responsible for providing a Montessori & STEM foundation for students at LMSS; including distribution of information to families*
- *Responsible for own attendance; Expectation-100% attendance, on time, every time*

Code Violation Consequences

Students:

- Behavioral: removal, detention, suspension, expulsion
- Academic: removal, detention, suspension, expulsion
- Attendance: removal, detention, suspension, expulsion

Parents:

- Behavioral: conference, team meeting, suspension of rights and exclusion from school
- Academics: conference, team meeting, suspension of rights and exclusion from school
- Attendance: conference, team meeting, suspension of rights and exclusion from school

Staff:

- Refer to Staff Handbook for consequences

Notes

Team: The core team consists of student, parents/guardians, student's teacher, school administrator, and staff as determined by the School Board President.

The Team is responsible for determining violations to this policy.

Zero Tolerance:

This is not meant to be a 'zero tolerance' policy. The interpretation of these guidelines and enforcement of them is to be determined by school staff and the team.

Legal Ref: MN Stats 121A.40 to 121A.56 Fair Dismissal Act

SCHOOL BUS

Bus service is provided by Ready Bus Line, through an agreement with the La Crescent-Hokah School District, and is available at no charge to students who qualify. On morning routes, LMSS students will change buses at the ISD 300 Elementary School. One school bus will deliver all LMSS students to the school. That bus number is determined every year by Ready Bus Line. All students who ride the bus will load at the LMSS departure area. The school bus will then take the students to the La Crescent High School to change to the bus that will deliver them to their final location. No students will be allowed to walk to a different location to catch

the bus home. This is for the safety and well being of the students. Bus routes are available through Ready Bus Line. Pick up and Drop off times are provided to parents in August each year. For specific route information, contact Ready Bus at 895-2349.

BUS GUIDELINES FOR STUDENT BEHAVIOR

(from ISD 300 HANDBOOK with changes)

Policy for Student Behavior on Buses

Bus Transportation a Privilege, Not a Right Minn. Stat. (Section 1,6). Section 6 states that riding a school bus is a privilege and not a right. A district may revoke a student's bus-riding privileges under a local discipline policy, which is not subject to laws governing suspension and expulsion. Section 1 specifies that a school district is not obligated to provide transportation for a student whose bus-riding privileges have been revoked due to violating the district's discipline policy or who fails to meet the student safety competencies. Provisions must be made for students with disabilities.

As a bus passenger and student of District 300 (*note: also applies to District 4054*), I am expected to do the following:

1. I will remain seated, load and unload in an orderly fashion, and be polite to my fellow students.
2. I will keep the bus clean and will not bring any food or pop on the bus.
3. I will not bring guns, animals, skateboards, or dangerous objects on the bus.
4. I will not swear, fight, throw objects, and make loud noises, smoke, harass, or personally offend any of my fellow students.
5. I will follow all directions from my bus driver.
6. I will follow the LMSS code of conduct while waiting for, entering, riding and exiting the bus.

Consequences for Infractions

Violation of these rules may result in the following disciplinary action:

First Offense: Student is advised of the situation and may lose bus privileges up to 5 days.

Second Offense: Loss of bus privileges for 5 to 10 days.

Third Offense: Loss of bus privileges for 10 to 90 days.

Severity of the offense will dictate the consequence deemed necessary by school personnel.

Reporting Student Misbehavior on School Buses

1. School bus drivers will report student violations to appropriate school authority.
2. The school authority will complete the Student Incident Report Letter to the parent, assigning appropriate disciplinary action for the violation.
3. If a student violates two or more regulations or is cited for vandalism, it will be the responsibility of the principal and superintendent (*note: at LMSS, Teacher and School Director*) to determine the necessary disciplinary action.
4. The Ready Bus Line will be notified of disciplinary action taken for each student cited for misconduct on a school bus.

5. If student behavior on the school bus is of such a degree that disciplinary action beyond the policy is deemed necessary, the principal must confer with the superintendent before final disposition is made (note: at LMSS, Teacher and Head of School).
6. Any student who willfully damages a school bus will be expected to reimburse the Ready Bus Line for such damages. Failure to make such payment shall be grounds for suspension of riding privileges.

If, in the determination of the driver, a student needs to be removed from the bus immediately because of behavior problems, the local police may be called to help with the removal. If parents are not immediately available to transport their child home that student will be taken to the police station and held until parents are available.

FIELD TRIPS

We will notify parents of any scheduled field trips. Parents may be asked to assist. Fees for the trip and transportation may be charged. We try to keep these fees as low as possible. Please let us know if financial hardships that would affect your child's ability to participate so that we may be of assistance. Parents will be asked to sign a permission slip for all walking field trips and for each individual trip requiring transportation. Staff will bring Emergency Information sheets for each child along on each field trip. Inappropriate behavior on any field trip or Youth Outings and Excursion (YOE) may result in a permanent suspension of this privilege.

ACADEMIC INTEGRITY

LMSS expects all students to maintain academic integrity and standards. Cooperation and collaboration are wonderful tools to be utilized by students when it is appropriate to do so, and the classroom teacher has given approval. Academic dishonesty, which can include plagiarism, cheating, copying, unauthorized technology usage, and others are prohibited. Consequences for committing academic dishonesty can include (but are not limited to) loss of credit on an assignment, parent notification, class suspension, loss of privileges, detention, or suspension.

LMSS PROPERTY

The use of LMSS property (not limited to, computers and books) is a privilege. Any alteration will result in a student's loss of the privilege for any or all of the currently borrowed items. Alteration is not to be defined as a complete or total loss, but can be defined as a partial loss or partial destruction. Any items that need to be repaired or replaced must be done so within 30 days.

PUBLIC SCHOOL FEE LAW POLICY

Minn. Stat. 123b.34-123B.39:

The La Crescent Montessori & STEM School's School Board may require fees for:

- 1) Any program where the resultant product, in excess of minimum requirements and at the pupils option, becomes the personal property of the pupil;
- 2) Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity is the same for all students;
- 3) A security deposit for the return of materials, supplies, or equipment;
- 4) Items of personal use or products that a student has an option to purchase;
- 5) Field trips that are supplementary to or additional enrichment programs;
- 6) Transportation of pupils to and from extra-curricular activities conducted at locations other than school, where attendance is optional;
- 7) The Board requires students to furnish personal and consumable items, such as pencils, paper, etc.

LMSS Board *may* choose to waive any deposit or fee if any pupil or pupil's guardian or parent is unable to pay it.

LMSS Board will not charge for:

- 1) Textbooks, workbooks, art materials, lab supplies or towels that are not written in, lost destroyed or damaged in any way by the pupil. However, a fee will be assessed to replace items that are provided by the school and that have been written in, lost, damaged or destroyed by the pupils. Replacement value will be used to assess the cost of such items.
- 2) Additional field trips that are a required part of the basic educational program;
- 3) Admission fees or dues for any activity the pupil is required to attend.

The LMSS Board will not withhold grades or diplomas for non-payment of student fees, but this provision does not prohibit the board from maintaining any action provided by law for the collection of fees LMSS is authorized to collect.

LUNCH

Children must bring a bag lunch from home. One - 8 oz. milk, (or two 4 oz. milks for younger students), will be provided per day, or children may bring their own beverages from home - ***no soda or other caffeinated beverages***. When preparing lunches, please keep in mind the following:

- Do NOT send pop, or candy.
- Please provide a cold pack/ice for any items that must stay cold. Lunches are kept in the classrooms, un-refrigerated.
- We encourage you to send hot foods in thermal containers. Children will have access to the microwaves.
- Children must bring their own condiments if needed.

LUNCHROOM BEHAVIOR GUIDELINES

Behavior in the lunchroom should always be courteous and respectful. In addition, each student must observe the following rules:

1. Sit and remain seated until excused.

2. Eat your own lunch. Sharing of food is not allowed.
3. Keep your hands and feet to yourself.
4. Talk quietly and in a friendly way. Use “please” and “thank you.”
5. Follow the directions of the staff.
6. Clean up your area including the floor.

Inappropriate behavior may result in the removal of the privilege of eating in the lunchroom. Repeated offenses may result in mandatory parental supervision of their child in the lunchroom until behavior becomes consistently acceptable.

Health and Wellness Policy

La Crescent Montessori & STEM School will provide a school environment that promotes nutrition, wellness and physical activity.

This policy will address the following key points:

1. Wellness Committee
2. Nutrition Education and Promotion
3. Nutrition Guidelines
4. Physical Education
5. Physical Activity
6. Employee/Staff Wellness

Wellness Committee

A school wellness committee is a group of individuals interested in the health of students and staff. The policy committee will act as the wellness committee. The school wellness team is responsible to develop, recommend for approval, implement, review, update, and report of the wellness policy.

The school wellness team will attempt to include representation from the entire LMSS community. Teachers, parents, school officials, interested community members, local public health officials as well as student representation are strongly encouraged to participate.

The Wellness Committee will meet a minimum of one (1) time per school year to address changes to USDA, state, or local guidelines and ordinances; and to issue an annual assessment of wellness policy practices. Additional meetings can be held at the discretion of committee members or due to emergency situations. The Wellness Committee, specifically the Director of Operations, will assess the effectiveness of the Wellness Policy at least triennially using the Healthier Generation Assessment Tool. Assessment will include policy compliance, comparison of LMSS policy to model wellness policies, and progress towards wellness goals. The results of this assessment will be shared with families and the public through the annual report. Any updates to this policy will be shared with the public at least annually through the Family Handbooks as well as our website. Documentation pertaining to the written policy and any updates, the assessments, community involvement and public notification will be kept on file.

Nutrition Education and Promotion

It is the policy of the LMSS School District to incorporate nutrition education at all grade

levels, consistent with the current Dietary Guidelines for Americans.

Education regarding nutrition will include creating an environment in which families are made partners in their children's education.

1. The school district will provide nutrition education that will teach, encourage, and support healthy behaviors.
 - a. Students in grades K-6 will receive at least five hours of nutrition education per year.
 - b. Students in grades 7-8 will receive nutrition education in one class required to complete middle school.
 - c. Students in grades 9-12 will receive nutrition education within one courses required for graduation.
2. Promotion of health and nutrition education will come from various sources and will reflect this policy and healthy choices and values. These include: Newsletters, Health Fairs, School Website, Posters and handouts.

Goals:

- 1) Each classroom will create a poster depicting healthy eating choices each year.
- 2) Each classroom will have a lesson and/or activity on how to read nutrition labels, and comprehend food groups.
- 3) Explore the feasibility of purchasing an indoor vegetable garden.

Nutrition Guidelines

The School District of LMSS will follow all of the Nutritional Standards guidelines based on the Dietary Guidelines for Americans; as outlined with the adoption of the 2010 Healthy Hunger Free Kids Act and Smart Snacks Rulings; along with any additional rulings from the USDA or State regulations thereafter, in regards to the best interest of the children served.

Policy includes:

1. Food items sold at fundraisers during the school day must meet 2014 Smart Snacks guidelines. Food items sold during non-school hours, on weekends and at off-campus fundraising events are not required to meet these guidelines, however efforts to promote healthy choices (such as offering a fruit or vegetable at meals) should be considered when feasible.
2. Food will not be used as a reward or punishment. Food is defined as anything consumable; candy, beverages, cookies, crackers, etc... Additionally, physical activity or withholding recess will not be used as a punishment. Alternative rewards and incentives will be encouraged
3. School Day Snacks policy:
 - a. Consumable items that are provided by parents/families can only be distributed to students at the manufacturer's stated serving size, at a maximum.
 - b. Food cannot be withheld or given in excess as a reward, incentive or punishment.
 - c. Due to food preparation and food allergen safety concerns, as well as Minnesota law, only snacks that are "store bought", i.e. manufactured or processed in a state or federally inspected facility, will be allowed to be served to the student population. While homemade

- foods are not allowed, basic food preparation (washing and cutting produce) is allowable.
- d. Vending machines will not be allowed on LMSS grounds.
4. Birthday Celebrations, Holiday Parties and Other Classroom Celebrations policy: Although they are not part of this policy, it is strongly recommended that teachers and parents promote healthy celebrations. Non-food related 'treats' are encouraged as an alternative to traditional food treats. Due to food safety and food allergen concerns, as well as Minnesota law, homemade treats brought in for classroom celebrations are not allowed. Treats should be limited to the classroom population in which that student attends.

Physical Education

1. The School District of LMSS has established guidelines that will help to improve the quality of the physical education and physical activity programs provided. The following are strategies LMSS School District schools have included:
 - a. Physical education credits cannot be waived for other activities.
 - b. Physical activity cannot be used as a punishment.
 - c. Physical education instructional strategies and other practices strive to meet the diverse needs and interests of all students.
2. The school district will provide physical education opportunities to all students in grades K-12.
 - a. Encourage students to spend at least 50% of the physical education class time participating in moderate to vigorous physical activity.

Physical Activity

1. Physical Activity as Part of the School Day
 - a. Schools will encourage students to actively commute to and from school and encourage physical activity before, during and after school.
 - b. Encourage Active Recess: provides children with a guarantee of non-structured physical activity.
 - c. Encourage Active Classrooms: Montessori classrooms naturally encourage self-movement. Students are encouraged to take breaks if necessary, to walk around, get a drink of water, or observe other work.
 - d. Provide opportunities for supervised activities during the lunch period.
 - e. Ensure that LMSS School District provides sufficient outdoor green space for physical activity.

Goals:

- 1) Grades K-6 will provide physical education twice a week by school year 2019-2020.
- 2) By 2018-19 school year, 100% of indoor recesses will offer and

encourage grade appropriate physical activities.

Employee/Staff Wellness

The School District of LMSS works to promote staff wellness. The district encourages staff to model healthy lifestyle habits and will use non-food incentives as rewards and to promote physical activity.

Snack and Celebration Options:

*Check with your child’s teacher about possible food allergies

*Mix and match green & yellow light foods for tasty snacks like veggies with hummus, crackers with cheese, yogurt with fruit.

Green Light Foods (choose these foods most often)

Apples	Baby Carrots
Bananas	Blackberries
Blueberries	Canned fruit packed in juice or water
Cherries	Clementines
Cut broccoli, cauliflower, or celery	Cut cantaloupe
Cut Watermelon	Dates
Diced Mango	Diced mixed fruit
Dried fruit without added sugar (raisins, mango, prunes, etc.)	Edamame
Freeze dried fruits	Fruit cups packed in juice or water
Grape tomatoes	Grapes – fresh or frozen
Guacamole	Kiwi
Oranges	Peaches
Plums	Raspberries
Raw green beans	Sliced cucumbers
Sliced peppers	Strawberries
Sugar snap peas	Unsweetened applesauce
Unsweetened squeezable fruit/veggie pouches	

Yellow Light Foods (Choose these snacks on occasion.)

100% whole grain crackers (Triscuit, ak-mak, etc.)	100% whole grain pretzels
100% whole grain cereal (shredded wheat, etc.)	Air popped popcorn
Commercially prepared hard boiled eggs	Cottage cheese
Cream cheese	Cubed or sliced cheese

Granola (oats as the first ingredient, without artificial sweeteners or dyes, and less than 8g of sugar per serving.)	Greek or regular yogurt (choose yogurt without artificial sweeteners or dyes, and less than 8g of sugar per 2 oz.)
Hummus	Nut butters
Nuts (almonds, cashews, etc)	String cheese
Sunflower seed butter	Sunflower seeds
Unsweetened fruit strips or leather	

Red Light Foods

(Do not bring to school. Save these snacks for special occasions at home.)

Animal Crackers	Baked Goods
Breakfast cereals	Cake
Chips or regular pretzels	Cookies
Crackers that are not 100% whole grain (goldfish, cheese its, etc.)	Fruit Snacks
Granola Bars	Homemade foods
Ice Cream	Popsicles
Pudding	Spreadable or squeezable cheese products

Non Food Celebration Ideas

A book to keep in the classroom	Bookmarks
Books	Bouncy balls
Bracelets, rings or necklaces	Bubbles
Capsules that become sponges in water	Card games or other small games like jacks
Colorful shoelaces	Coloring books
Craft Kits or DIY craft bags	Crayons
Crazy straws	Finger puppets
Flashlights	Frisbees
Fun cups	Hats or hair accessories (barrettes, etc)
Inflatable balls or animals	Jump ropes
Keychains	Magnets
Markers or highlighters	Nerf balls
Non-latex balloons	Notepads
Pencils, pens, erasers	Seed packets and/or small pots or cups
Sidewalk chalk	Silly eyeglasses with nose disguise
Silly putty	Slinkies
Stamps	Stencils
Stickers	Stretchy animals
Sunglasses	Temporary tattoos
Reusable Water bottles	Yoyos

PRESENCE OF PETS/ANIMALS

A Montessori classroom may contain an animal or animals. (e.g. rabbit, bird, fish, dog, etc.) Please notify staff if your child is allergic to any animals. Please obtain prior approval from staff before allowing your child to bring an animal for special days.

CANDY/GUM/INVITATIONS/TOYS

Please keep all candy, gum, and food (other than lunches) at home. Do not send party invitations to school unless they include the entire class. Please do not allow your child to bring any aggressive toys, toy weapons, or electronic games to school—these are not allowed at recess either. Thank you for your cooperation.

RELIGIOUS & CULTURAL ACCOMMODATION

La Crescent Montessori & STEM School (LMSS) shall neither promote nor disparage any religious or cultural beliefs, or non-beliefs. To support LMSS's educational goals and to be sensitive to individuals' religious and cultural values, holiday celebrations are not held during regular school hours. LMSS does recognize that it is important to accommodate the desires of its students and staff members to exercise their religious beliefs in a manner that does not substantially disrupt the school and work environment or infringe on the rights of others. As such, LMSS will make reasonable accommodations for students and staff members who have particular religious needs. Schools are not required to accommodate a religious request if granting such a request would place an undue burden on the school, or in the case of requests made by staff members, it would fundamentally alter the job duties of the requesting staff member.

LMSS encourages all students and employees to have respect and tolerance of one another's views. Inclusion of religious music, art, drama and literature in the curriculum and in school activities is allowable by LMSS provided that it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination. The history, contemporary values and origin of various religions, holidays, customs and beliefs may be explained in an unbiased and nonsectarian manner. To the extent possible, special school events, such as public meetings, shall be scheduled at times, which are not likely to conflict with observance of religious holidays.

It shall be the responsibility of the Head of School to ensure that the study of religious material, customs, beliefs and holidays at LMSS are kept within the following guidelines:

1. The proposed activity must have a non-secular purpose.
2. The primary objective of the activity must be one that neither advances nor inhibits any religion.
3. The activity must not foster governmental relationships with religion.
4. The activity must not demonstrate favoritism for any religion.

The Head of School is granted authority to develop and implement directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion.

PLEDGE OF ALLEGIANCE POLICY

Minnesota Statute 121A.11

La Crescent Montessori & STEM School waives the requirement to have the Pledge of Allegiance recited by students and staff for the 2019-2020 school year.

Instruction in proper etiquette toward, correct display of, and respect for all flags and in patriotic exercises will be provided.

BULLYING, HARASSMENT, INTIMIDATION AND DISCRIMINATION POLICY

(This policy applies to all students, staff, families, and volunteers. For your convenience, a shortened version is provided in this handbook. The entire policy can be requested from the school office.)

Purpose

State Law 121A.0695 prohibits intimidation and bullying.

Title IX of the Educational Amendments Act of 1972 prohibits sex discrimination in education institutions.

Section 504 prohibits discrimination on the basis of disability against students with disabilities. Therefore, this policy prohibits intimidation, discrimination and bullying in all forms, including, but not limited to, electronic forms and forms involving Internet use.

LMSS believes that a safe and civil school environment is necessary for students to learn and achieve high academic standards, as well as to foster healthy relationships. Bullying, harassment, intimidation and discrimination causes physical, psychological and emotional harm to students. It interferes with their ability to learn and grow as individuals. It is the goal of LMSS to foster a learning environment where students are protected from bullying, harassment and intimidation so they feel safe and supported in their efforts to succeed academically and grow into whole and unique persons.

La Crescent Montessori & STEM School (LMSS) is committed to providing all employees regardless of employment status (full-time vs. part-time etc.) a healthy and safe work environment. Bullying, harassment, intimidation and discrimination causes physical, psychological and emotional harm to employees. LMSS will ensure that procedures exist to allow complaints of bullying, harassment, intimidation and discrimination to be dealt with and resolved within LMSS, without limiting any person's entitlement to pursue resolution of their complaint with the relevant statutory authority. LMSS is committed to the elimination of all forms of bullying, harassment, intimidation and discrimination.

This policy applies to all employees, students, board members and volunteers of LMSS. It applies during normal working hours, at work related or sponsored functions, and while traveling on work related business. There will be no recriminations for anyone who in good faith alleges bullying, harassment, intimidation or discrimination.

All students, parents, guardians, and guests are asked to follow the principles listed below that apply to everyone on school grounds and at school related functions:

- I will not bully, harass, intimidate or discriminate others
- I will try to help anyone I suspect is being bullied, harassed, intimidated or discriminated against,
- I will work to include students who might feel left out
- If I witness bullying, harassment, intimidation or discrimination I will tell an adult at school and at home

Scope

This policy protects students, volunteers and employees against bullying, harassment, intimidation or discrimination on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, pregnancy diagnosis, medical diagnosis, physical or mental disability, military status, sexual orientation, gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics or for no basis at all. Bullying, harassment, intimidation and discrimination are prohibited at all times on, in or around school property. They are prohibited through transmission of electrical devices regardless of ownership of said devices.

Definitions

Bullying: intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

(1) there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or

(2) materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

Cyber-bullying: using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

(1) Intimidating, threatening, abusive, or harming conduct may involve, but is not limited to, conduct that causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property; under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation, including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in chapter 363A. However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or chapter 363A.

Harassment:

(1) a single incident of physical or sexual assault, a single incident of stalking under section 609.749, subdivision 2, clause (8), a single incident of nonconsensual dissemination of private sexual images under section 617.261, or repeated incidents of intrusive or unwanted acts, words, or gestures that have a substantial adverse effect or are intended to have a substantial adverse effect on the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target;

(2) targeted residential picketing; and

(3) a pattern of attending public events after being notified that the actor's presence at the event is harassing to another.

Intimidation: to make a person feel timid or fearful as if threatened. A person does not need to commit a physical act to be considered threatening.

Discrimination: the unjust or prejudicial treatment of different categories of people or things.

Retaliation: means any form of intimidation, reprisal or harassment directed against a student who: reported any action or lack of action in opposition of the law or of school policy, provides information during an investigation, witnesses or has reliable information about said action or lack of action.

Peer Conflict: disagreements and appositional interactions that are situational, immediate and developmentally appropriate. When school officials are aware of peer conflict, they are expected to guide students to develop new skills in social competency, learning personal boundaries, and peaceably resolve conflict. Interventions such as these can prevent peer conflict from escalating to bullying, harassment or intimidation.

Threat to Public Safety: when people feel threatened for their persons and/or property.

Intervention of Bullying, Harassment, Intimidation and/or Discrimination

All LMSS employees who witness incidents of bullying, harassment, intimidation, discrimination or any kind of violence, or who possess reliable information that would lead a reasonable person to suspect a student is a target of bullying, harassment, intimidation or discrimination must:

- 1) Intervene immediately in an appropriate manner to ensure the safety of all persons involved
- 2) Report the incident to the office as soon as practical, on the form attached to this policy, no more than 24 hours after the incident.
- 3) Cooperate fully in any investigation of the incident(s), and in implementing any safety plan established by the school

Responsibility of Students, Parents, Guardians, Guests, Volunteers and Staff

Any student who witnesses bullying, harassment, intimidation or discrimination may not stand by or participate in the violation, but must notify an adult at the school and an adult at home as

quickly as possible. Any parent or guardian who witnesses or is notified of a violation has an obligation to advise office personnel. Reporting violations to office personnel can be accomplished by completing the following form. Anonymous reports will be accepted. No disciplinary action will be taken on the sole basis of an anonymous report.

Training/Professional Development

All staff members are trained on this policy and the procedures once a year. This policy is included in student and staff handbooks and will be made available on the school's website.

HAZING PROHIBITION POLICY

(For your convenience, a shortened version is provided in this handbook, the entire policy can be requested from the school office.)

I. Purpose

The purpose of this policy is to maintain a safe learning environment for students, employees, volunteers and contractors (hereinafter referred to as individuals) that is free from hazing. Hazing activities of any type are prohibited at all times.

II. General Statements of Policy

A. No student, employee, volunteer, or contractor shall plan, direct, encourage, aid or engage in hazing.

B. No employee, volunteer, or contractor shall permit, condone or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. This policy applies to behavior that occurs on or off school property and during and before/after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

F. The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, employee, volunteer, or contractor who is found to have violated this policy.

III. Definitions

A. "Hazing" means committing an act against (an) individual(s), or coercing (an) individual(s) into committing an act, that creates a substantial risk of harm to (an) individual(s), in order for the individual(s) to be initiated into or affiliated with an organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the individual(s) to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual(s).
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the individual(s) to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the individual(s).
4. Any activity that intimidates or threatens the individual(s) with ostracism, that subjects (an) individual(s) to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the individual(s) or discourages the individual(s) from remaining in school.
5. Any activity that causes or requires the individual(s) to perform a task that involves violation of state or federal law or of school policies or regulation.

- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. Reporting Procedures

- A. Any person who believes he/she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to a school staff member.
- B. Employees, volunteers, and contractors of the school shall be alerted to possible situations which might include hazing. Anyone who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the office immediately.
- C. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignment.

STUDENT DISABILITY Non-Discrimination

STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
 - 2. has a record of such impairment; or
 - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. COORDINATOR

Persons who have questions, comments, or complaints should contact the school director regarding grievances or hearing requests regarding disability issues. This person is the school district's ADA/504 Coordinator.

In coordination with Non-Discrimination Policy

Legal References: 29 U.S.C. § 794 *et. seq.* (§ 504 of Rehabilitation Act of 1973)
34 C.F.R. Part 104 (Implementing Regulations)

COMPUTER & INTERNET POLICY

Computer/Internet and network access is available to LMSS students for approved uses. These resources are provided to enhance student learning experiences. Students will receive orientation as needed. Settings are determined by LMSS and may not be altered, changed, or amended without the consent of the administration. Passwords are property of LMSS and may not be changed without the consent of administration.

The proper use of computer and Internet for educational use is the joint responsibility of students, parents, and employees of LMSS. The willful misuse, (to be determined by an LMSS supervising teacher), of computer equipment, the Internet, or network system will result in suspension of a student's access for an indefinite period of time. If a student inadvertently enters an inappropriate site, they must exit the site immediately, and inform an LMSS staff member.

Teachers are the only adults who are able to approve a computer to be checked out by a student.

Any unauthorized copies made by a student will be subject to a fee charged directly to the student's family. This fee will be paid to LMSS within one school week. Fees are as follows .10/per black & white copy & .25/per color copy.

DISCIPLINE POLICY

(For your convenience, a shortened version is provided in this handbook, the entire policy can be requested from the school office.)

Introduction

La Crescent Montessori & STEM School takes a progressive educational approach to the issue of a safe and peaceful school environment. Starting at the earliest ages and whenever a student first enters the school he or she is provided not only with the skills necessary to learn basic safety rules but to interact with his or her classmates, teachers and the larger school community in positive and constructive ways. The intention of this type of education is to foster the development of inner discipline in the child. Inner discipline consists of four components:

- A distinct knowledge of safety rules.
- A clear awareness of responsibility.
- A respectful attitude toward members of the classroom community and the school environment.
- Preparation for the proper way of acting under different circumstances.

Teachers at all age levels provide lessons in suitable classroom and school behaviors, students learn to solve difficulties between themselves, and clear guidelines are posted in every room, based on three major propositions: “respect for self, respect for others, respect for the environment.” Staff at the school model appropriate behavior at all times to further provide examples of how people act in social settings. Older students in the classrooms model proper behaviors for the younger providing more examples of appropriate behaviors. Because of the open and respectful nature of this approach, students understand that mutual respect, care and consideration for others, and an empathetic interest in the environment are important in school and out and they present acceptable behaviors regularly.

While the school is fortunate that unwanted behaviors are uncommon, it is a simple fact of life that on occasion children will make poor choices of such a nature that the school must take action. Because of this, a formal policy is necessary so that all children are treated fairly and uniformly during the disciplinary process. This document is that formal policy for all students, including those with disabilities or who receive special education services at the school. The policy is built around the concept of degrees of unwanted behaviors and the processes to be followed for these. Consideration is taken in the policy for children with special needs and the policy follows all applicable state and federal guidelines.

Philosophy Statement

Assumptions: A basic assumption of the LMSS Board is that all students have a right to learn in an atmosphere where their dignity and well-being can be assured. Any behaviors which interfere directly with the education process and the rights of others to learn are not acceptable. It is essential that a safe and positive learning environment be established for all staff and students. This policy emphasizes the preliminary methods used to minimize disruptions to the learning environment, the proper methods and procedures to deal with issues of school discipline, and the intent that all students of LMSS be provided an appropriate education.

Preparation in the Classroom: The develop of inner discipline in a child is a central theme at LMSS. Self-discipline is fostered in many ways. The classroom environment is organized in an orderly, logical manner. Children choose work activities that they are capable of doing and are free to engage in the activity without interference from others. This approach fosters the development of the internal focus of control, which enables students to choose the appropriate behavior because it is appropriate for them and for the classroom community. In addition, the mixed age groups allow younger children to emulate the older children's experienced behaviors.

Level 1-This list is not meant to be all-inclusive, other infractions may be implied, but not stated in this list.

- Unexcused Tardies that do not interfere with the education of others
- Minor dress code violations that do not interfere with the education of others
- Disrespectful language that does not interfere with the education of others
- Minor classroom disruptions that do not interfere with the education of others

Level 2- This list is not meant to be all-inclusive, other infractions may be implied, but not stated in this list. Infractions at this level are more serious, and therefore the discipline will be more serious than at level 1 infractions.

- Damage of School or Personal Property: Students shall not damage school or personal property. This includes incidents of vandalism and theft.
- Harassment and Violence: Students shall not be involved in harassment or physical or verbal assaults. Hazing is prohibited.
- Threats and Disruptions: Students shall not be involved in threats and disruptions to the school or its activities including the reporting of dangerous or hazardous situations that do or do not exist (e.g. bomb threats, death threats).
- Insubordination: Failure to accept and carry out the lawful instructions given by a staff member in authority is prohibited. This includes but is not limited to answering appropriate questions, placing material in appropriate locations, and refraining from a course of conduct that could cause harm or that disrupts others.
- Cheating: Cheating is prohibited. Plagiarism or altering of another's document with the intent of presenting them as one's own is also prohibited.
- Falsification of Records: Falsification of signatures or documents is prohibited.
- Weapons: Students shall not possess, transport, create or view weapons including through the use of electronic means, or store weapons at school or at school-sponsored events.

Weapons are defined as any object that by its design or use could cause bodily injury or property damage. The prohibition on weapons also includes any object that could reasonably be mistaken for a weapon, including an unloaded gun, a toy gun or a toy knife. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The LMSS Board may modify this requirement on a case by case basis.

-Chemical Substances: Students shall not possess, transport, store, or use illegal substances or articles.

-Theft/Possession of Stolen Property: Taking, holding, possessing, or secreting of objects that are rightfully owned by another person or by the school without permission of the owner are prohibited.

-Tampering with Food or Beverage: Adding or attempting to add a foreign substance to the food or beverage of another person is prohibited.

-Trespassing: Remaining on the school campus or at a school activity after being told to leave by school authorities having lawful responsibility for the control of the premises is prohibited. Furthermore, presence in the school without permission when the building is not open to students or when forbidden by school authorities is prohibited.

-Student Attire: Any manner of dress or personal grooming that presents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or results in undue school maintenance problems is prohibited.

-Interference/Obstruction: Any action that has the purpose or effect of preventing a staff member from exercising lawfully assigned duties is prohibited.

-Failure to Follow Rules and Regulations: The failure to follow school rules and regulations is prohibited.

-Pornography, adult websites, gaming sites or materials, or any other adult media: viewing, reading, possessing or sharing of any adult level literature, television/cable programming shows, gaming sites or materials or expressly prohibited. Verbally "sharing" of information of any of these materials is also considered in violation of this policy

-Laws: Students who violate federal, state or local laws or school policy whether the students are on school premises or not, are subject to disciplinary or legal action.

Removal from School (for less than a school day after child has reported to school)

Definition: "Removal from School" means any action taken by staff to prohibit a student from attending school for a period of time not to exceed one school day regardless of the subject of instruction, activity, or its location. Removal from school generally means that the child has reported to school, school is in session, and the child is being sent home.

Procedure: If the student is removed for all or part of a school day, after reporting to school, this action will be referred to as "removal from school." The office staff or teacher will contact

the parent(s) and have them remove the child from school for the remainder of the school day. A report will then be given to the parents outlining the reasons for the removal and the right to return to school the next school day. Removal from school is not considered a suspension. However, if the student is dismissed from school for enough occurrences that the cumulative amount of time removed from school equals ten days or more, then the student is afforded all due process rights due in a suspension, expulsion, or exclusion as described below.

Student Suspension, Exclusion, and Expulsion

Definition: "Suspension, Exclusion, and Expulsion" means action taken by the LMSS Board upon recommendation from the staff. For suspension alone, a student is prohibited from attending school for a period of time more than one school day regardless of the subject of instruction, activity, or its location. Suspension, exclusion, and expulsion generally mean that the student is not allowed to enter the school during the period the action is taken and will follow the procedures described below.

Authority to Suspend: The teacher, after consulting with administrative staff, has the authority to make suspension decisions for serious breaches of conduct or misbehavior. The teacher is allowed discretion in suspending students based on the nature of the incident, whether it is a first or subsequent misconduct, and whether or not the safety of the student, staff, or other students is at risk. The normal protocol to follow will be suspension from school for not more than five days.

Suspension Due Process Rights: No suspension of a student shall take place until the student has been provided a conference, except if it appears that the student may create an immediate and substantial danger to self or surrounding persons and property. The school will involve the parent(s) of the student in this conference. A written notice containing grounds for suspension, a statement of facts, a readmission plan and a copy of the Pupil Fair Dismissal Act shall be given to the student at or before the time the suspension takes place. The student's parent(s) will receive a copy via registered mail within 48 hours of the conference. Suspension procedures DO NOT apply to dismissal for one day or less.

Authority to Exclude or Expel: In the event that misconduct is so serious that a greater period of removal from school is required, the administrative staff shall bring the incident to the attention of the LMSS Board. The Board shall call a special meeting and hold a hearing in closed session.

Exclusion/Expulsion Due Process Rights: Due process rights of students will be respected in all cases relating to disciplinary proceedings. This includes the right of the student to be heard, for his/her parents to appeal staff or Board decisions, and the right of both student and parents to all due process proceedings. An expulsion or exclusion decision may be appealed to the Commissioner of Education. The decision of the Commissioner is subject to judicial review.

State Reporting: The Board shall make a written report within thirty days to the Commissioner of Education. This report shall include a statement of alternate programs accorded the student prior to expulsion or exclusion.

Discipline of Students with Disabilities

Authority

The Pupil Fair Dismissal Act shall apply to all students with disabilities except when the reason for dismissal is due to the disability itself. This part of the policy applies to students with Individual Education Plans (IEP) as well as students on referral for special education services who have not yet been assigned an IEP.

Disability-Related Conduct

When a student who has an IEP is suspended, excluded, or expelled more than five school days, an IEP team meeting shall be held according to state and federal regulations. This IEP team meeting shall determine whether the behavior that resulted in the suspension, exclusion, or expulsion was or was not the result of needs being addressed by the IEP. This IEP team meeting shall consist of the classroom teacher, special education staff, and other team members as needed. This team shall:

- determine whether the misconduct is related to the disabling condition
- review any assessments and determine the need for further assessment
- commence a functional behavioral assessment plan
- review the IEP plan and amend the goals and objectives to develop an alternative IEP program in order to provide the student with an adequate IEP.

Alternative Environments

When a student is suspended, excluded, or expelled and the IEP team meeting determines that the misconduct was related to the student's disabling condition, the student may be placed in a more restrictive environment. The student shall not be excluded or expelled for more than five full school days.

Non-Disability-Related Conduct

When a student who has an individual education plan is suspended, excluded, or expelled for misbehavior that is not a manifestation of the student's disability, the school shall continue to provide special education and related services after a period of suspension, if suspension is imposed. LMSS shall initiate a review of the IEP within five school days of an expulsion, exclusion, or a suspension. (MN Statute 121A.43)

Policies Related to Extracurricular Activities

The above described policies and procedures shall apply to extracurricular activities and school-sponsored activities. These could include, but are not limited to: field trips, school dances, social events, school concerts, and performances.

DRESS CODE POLICY

Students should dress appropriately for a school environment. They should be clean, neatly groomed and fully clothed. Please use good judgment in the choice of clothing so that it in no

way distracts from the educational process. Keep in mind that this is a learning environment where there is a wide range of ages in school community.

Clothing and headwear that is deemed inappropriate for classroom may be those that have inappropriate messages printed on them, (“play on words”, inappropriate music/bands, drugs or alcohol, or pop culture icons to name a few), show excessive “skin”, saggy pants, lounge wear, or are overly tight or torn clothing. Hats or other headwear are never worn in the classroom or lunchroom unless medical or religious in nature. Students will wear rubber-soled slippers or inside shoes while in the classrooms for comfort and cleanliness.

Students will be outside on a regular basis as weather permits. Students will stay inside if the “feels like” temperature falls below zero degrees or in the case of heavy rain. Please have students dressed according to the season (jacket or sweater in fall and spring; warm jacket, snow pants, boots, hat, and mittens in winter).

If a student’s clothing is deemed to be inappropriate in the educational environment, the student may be asked to change into something more acceptable in order to continue their learning day at LMSS.

YOE & FIELD TRIP BEHAVIOR POLICY

All students participating in a LMSS Field Trip and/or YOE, (Youth Outing and Explorations), event as part of the curriculum at La Crescent Montessori & STEM School will be expected to conduct themselves in an ethical and respectful manner. Inappropriate language, destruction of property, physical aggression, failure to tell staff where you are, disrespect of yourself, others and the environment are some examples of behaviors that will not be tolerated. Any child who exhibits unethical, disruptive or disrespectful behavior *at any time* will be given a warning promptly. If the warning does not result in immediate corrective action by the student, parents/guardians will be notified to come and pick up their student who will be dismissed from the remainder of the Field Trip or YOE. Please discuss this policy and these expectations with your child so that everyone is aware of this behavior policy.

GRADUATION REQUIREMENTS

The purpose of this policy is to set forth the requirements a student must complete to graduate high school from LMSS.

All students must successfully complete the following credits in each of the following categories:

<u>Credits:</u>	<u>Course:</u>
4	Language Arts
4	Mathematics (Algebra II, Geometry, Statistics/Probability)
4	Science (Biology, Chemistry, Physics and Environmental Science)
4	Social Studies (US history, Geography, World History, Government & Citizenship (0.5), and Economics (0.5)
1	Art
5	Additional Electives (includes Foreign Language)

(One credit is equivalent to one year [two semesters] of class.) Students enrolling in LMSS during their high school career are expected to follow the standard graduation map ie: entering LMSS in 10th grade without any previous Science credits, the student will only be required to complete three science credits to graduate from LMSS. The students must comply and meet the Minnesota Graduation Credit Requirements, located at <https://education.mn.gov/MDE/dse/gradreq/> .

PROMOTION AND RETENTION POLICY

(For your convenience, a shortened version is provided in this handbook, the entire policy can be requested from the school office.)

The State of Minnesota and LMSS school board expects all students to achieve an acceptable level of academic proficiency and state required credits to be promoted to the next grade level and to graduate with a diploma. Parental assistance, remedial programs, student-teacher counseling, extended due dates and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

- A. Promotion: Students who achieve at levels deemed acceptable by local and state standards may be promoted to the next grade level at the completion of each school year. Students who achieve at levels deemed acceptable by local and state standards may also be promoted to the next grade level on a per class basis during the school year. Teaching staff may request grade promotion based on student progress, recent achievement and outstanding academic effort.

- B. Retention: Students who are unable to achieve at levels deemed acceptable by local and state standards may be retained to the same grade level at completion of the school year. Students who are unable to achieve at levels deemed acceptable by local and state standards may also be retained to the same grade level or a previous grade level on a per class basis during the school year.

Retention of a student may be considered when professional staff or parents feel that it is in the best interest of the student. In addition to academic achievement, physical development, maturity, and emotional factors shall also be considered

Procedure:

Requests may be:

- a. Request of a parent/guardian. (Written, or oral with documentation)
- b. Request of a teacher. (Written)
- c. Request of a special education teacher. (Written)
- d. Request of a student. (Written, or oral with documentation)

A Review Team is formed, consisting of the Head of School (or Lead Teacher), the affected classroom teachers(s), and parents. (Affected classroom teachers are the teachers that would accept the student if promotion/retention is agreed upon.)

The following items would be used, but not limited too, to decide upon promotion/retention of a student.

- a. Social/emotional level of the student.
- b. Academic level of the student.
- c. Test scores:
 - i. In class test scores
 - ii. Standardized testing (e.g. – Fastbridge, Aimsweb)
 - iii. State testing – Minnesota Comprehensive Assessments
 - iv. Special Education testing
- d. Work samples
- e. Conferences, in person or via phone, to discuss progress or lack of progress.
- f. Written requests from multiple parties (e.g., parent and teacher).
- g. Documented oral requests

Decision is made.

- a. If all parties agree, the retention/promotion form is filled out and signed by all parties present. The signed letter will be filed in the students' cumulative folder.
- b. If parties fail to come to an agreement, the parents/guardians may request an appeal by the School board. Parents must provide their own submissions of schoolwork, assignment history, report cards, MCA testing scores and other applicable information to the board for review. The board will appoint a committee to review the information, interview parents and staff and make a recommendation to the school board. Decisions by the school board will be final.

Credit Recovery options may be available for qualifying students. Once a student has been identified as needing credit recovery, teachers will meet with the student and parents to discuss possible student retention prior to the end of the semester. This team will discuss possible solutions. If retention or credit recovery is necessary, a meeting will be conducted with the teacher, the parent/guardians, the student and a supporting administrative staff member to finalize decisions and any necessary paperwork.

VISITING FRIENDS AFTER SCHOOL

If a student has permission to visit another student's home after school, the parent or guardian must give a note stating permission to the teacher. If permission involves a student riding a bus they do not normally ride, the parent must also send a note that can be given to the bus driver indicating permission. Students will not be permitted to change after school plans without permission from the parent. Notes may be checked for authenticity.

ENTRANCE AGES POLICY AND LOTTERY PROCEDURE

To be admitted to preschool, a child must be at least three years old by September 1 of the year in which he/she applies for enrollment. Exceptions will be considered on a case by case basis.

To be admitted to kindergarten, a child must be at least five years old by September 1 of the year in which he/she applies for enrollment.

Exceptions may be made as follows:

1. If a child's birthday occurs September 2 through October 31 the parent/guardian may request early admission of that child to kindergarten. (These requests will only be considered if there is space available in kindergarten after the enrollment lottery date.) The child will complete the BRIGANCE Screen Basic Assessments for kindergarten. If a child scores higher than 65, he/she may be considered for early admittance. (An additional teacher observation of the child will be held and taken into account when the testing data is analyzed.) A meeting will be held with the parents/guardians, Head of School, and classroom teacher in which a decision will be made as to the admission of the child into the kindergarten program.

If the child meets the necessary requirements as stated in the BRIGANCE Screen Basic Assessments for Kindergarten, but is not granted admission by the classroom teacher and Head of School, the parents/guardians may bring it to the board of directors for approval.

Should the early admission request be granted, a follow-up assessment will be made by the teacher and discussed with the parents during or before fall conferences. In addition, the BRIGANCE Early Childhood Screen II will be administered in the second half of the school year to assure the child's readiness for first grade.

Exceptions will not be made for children with birthdays occurring November 1 or later.

To be admitted to first grade, a child must be at least six years old by September 1 of the year in which he/she applies for enrollment. Exceptions may be made as follows:

1. A mid-year transferring child who was not six years old by September 1 may be admitted to LMSS first grade if he/she has been in regular attendance in first grade at another school. A child transferring for beginning of school year enrollment may be admitted to LMSS first grade if he/she has successfully completed kindergarten at another school.
2. A current LMSS student who had been granted early admission to kindergarten and successfully completes kindergarten may be admitted to first grade before reaching age six.
3. If a child's birthday occurs September 2 through October 31 the parent/guardian may request early admission of that child to first grade. (These requests will only be considered if there is space available in the first grade classroom after the

enrollment lottery date is held.) The child will complete the BRIGANCE Screen Basic Assessments for First Grade. If a child scores higher than 50, he/she may be considered for early admittance. (An additional teacher observation of the child will be held and taken into account when the testing data is analyzed.)

Should the early admission request be granted, a follow-up assessment will be made by the teacher and discussed with the parents during or before fall conferences.

If the child meets the necessary requirements as stated in the BRIGANCE Screen Basic Assessments for First Grade, but is not granted admission by the classroom teacher and Head of School, the parents/guardians may bring it to the board of directors for approval.

Assignment of new LMSS students to other grade levels (2-6) will involve consideration by staff of the student's chronological age, previous school history, and apparent readiness to meet grade-level expectations.

LMSS accepts applications beginning January 1st for the following school year. Preference for enrollment shall first be given to siblings of enrolled pupils and to foster children of that student's parents, followed by staff children, before accepting other students by lot. If there are more applications at any grade (K-12) than vacancies, an admissions lottery is done on February 1st. Waiting lists are constructed in the order drawn in the lottery. After conclusion of the lottery, LMSS shall add to the waiting lists on a first come first serve basis. This waiting list is used to fill subsequent openings for the following academic year.

LMSS does not discriminate on the basis of race, color, creed, religion, gender, national origin or disabilities. Special education services are available to those who qualify.

PRESCHOOL INFORMATION

PRESCHOOL ADMISSION REQUIREMENTS

All children whose parents agree with the goals of La Crescent Montessori & STEM School Preschool are welcome regardless of race, sex, color, creed, or ethnic background.

Requirements:

- Child must be at least 3 years old by September 1st of the current school year
- Child must have an initial physical examination not more than six months prior to, nor later than one month after admission to the school and every two years thereafter.
- Child must toilet independently (must be toilet-trained).
- All immunizations must be kept current and recorded with the school office.
- Parents must sign a fee payment contract.

PRESCHOOL FEES AND BILLING

Parents/Guardians must sign a fee payment contract which includes the following:

PRESCHOOL FEE PAYMENT CONTRACT

Tuition Payments: The school year fee is \$4,275.00. I understand that enrollment is pending payment of \$950.00 for the first month and last months tuition. The additional payments are as outlined in your Preschool payment contract. Tuition may be paid in advance. LMSS Children's House is a qualified Houston and Winona County child care provider.

Late Payments: If my payments are five days late, I will be charged an additional late fee for each late payment unless arrangement for payment is made with the school.

Withdrawal Policy: I will notify La Crescent Montessori & STEM School in writing at least one month in advance of withdrawal from the program. I am held responsible for tuition for the complete month of final enrollment. If the final month of enrollment is not the month of May, then May's tuition may be reimbursed upon request.

Absence: If my child is absent (for example, due to illness or vacation) I understand I will still be required to pay for the day(s) missed. I understand my child's spot in the program is still reserved whether he/she is there or not.

PRESCHOOL DISCHARGE

La Crescent Montessori Preschool reserves the right to discharge a child if the child's emotional, developmental, social or educational needs cannot be met, and in the case of excessive unexcused absenteeism. If parents or guardians do not cooperate in completing required health forms, delivering or picking up children promptly, or are delinquent in paying fees, the school may discharge the student.

PRESCHOOL GRIEVANCE PROCEDURE

We welcome your comments, questions, or concerns about the program. If you speak to a staff member and are not satisfied with the response, please contact any other staff member, or the Head of School.

BRINGING MONTESSORI TO EVERYONE POLICY ☺

(Pre-school Free Tuition Policy)

LMSS believes in the Montessori curriculum and the impact it can have on a child. The three-year cycle is an important aspect of this practicum. In an effort to allow more children the opportunity and advantage to participate in the three year, Montessori preschool program, LMSS supports the following:

The preschool tuition rates can be waived by 50% should a parent choose to volunteer a minimum of 25 hours throughout the school year. LMSS Volunteer Training must fulfill one hour of this minimum, prior to additional volunteer time being provided. Examples include: helping at fundraising events, in class help, participate in Brownsville, Nodine and/or Applefest parades, field trip chaperones, participate on committees etc. (Parent Nights do not qualify as volunteer hours.)

The waived tuition option is for full time enrollment only.

The following guidelines apply:

Children's House classroom:

10 seats are reserved for Kindergarteners

10 seats are reserved for 4 year old program

10 seats are reserved for 3 year old program.

The child entering must be a resident of Minnesota to qualify for the waived tuition.

For safety and consistency, volunteers are limited to two people per participating child.

Although children of staff are given enrollment preference, the staff member themselves do not qualify for the waived tuition through volunteerism. If this option is chosen, the volunteer must be the significant other and/or a designated family member.

Preference is given to children that have currently enrolled siblings at LMSS.

For families that do not complete the required number of volunteer hours, tuition will be billed/invoiced at a prorated amount. Any amounts due must be paid prior to the next school year or enrollment of the child will be dismissed from the program and/or the waived tuition option will be unavailable.

LMSS Textbook and Material Lending Agreement

Textbooks, workbooks, books and other materials that are property of LMSS or LMSS staff are made available on loan to students are subject to the following conditions:

- 1) All loaned items must be checked out by the student and recorded by staff with record of any defects or faults at that time.
- 2) Students are required to return all checked out items within one week of request.
- 3) Any items that are found to be missing, damaged, or worn beyond normal use are subject to full replacement of equal or greater value/quality plus shipping by the student. Replacement of any item is required within 30 days of notice by LMSS staff to students. Failure to provide full replacement within 30 may result in additional charge from LMSS.
- 4) Students that have failed to follow any of these guidelines, or have outstanding replacement fees may be denied the privilege of utilizing LMSS & LMSS staff property.
- 5) No items will be available for loan until this agreement is signed and on file in the LMSS office.

I have read and understand this agreement:

Date: _____ Student: _____

Parent/Guardian: _____

LMSS FIELD TRIP AND YOE BEHAVIOR POLICY

All students participating in a LMSS Field Trip and/or Youth Outing and Explorations (YOE) event will be expected to conduct themselves in an ethical and respectful manner. Inappropriate language, destruction of property, physical aggression, failure to tell staff where you are, disrespect of yourself, others and the environment are some examples of behaviors that will not be tolerated. Any child who exhibits unethical, disruptive or disrespectful behavior at any time will be given a warning promptly. If the warning does not result in immediate corrective action by the student, parents/guardians will be notified to come and pick up their student who will be dismissed from the remainder of the LMSS field trip/YOE. Please discuss this policy and these expectations with your child so that everyone is aware of this behavior policy.

Date: _____

Student Signature: _____

Parent/Guardian Signature: _____

La Crescent Montessori & STEM School Family Handbook 2019-2020

I, _____, as a parent/guardian of _____,
Parent Student

hereby acknowledge receipt and understanding of the 2019-2020 Family handbook. I will fulfill all of my responsibilities listed or implied, as well as help my child fulfill his/her responsibilities listed.

Parent Signature Date

I, _____, hereby acknowledge receipt and understanding of the
Student

2019-2020 family handbook. I will fulfill all of my responsibilities listed.

Student Signature Date

*This is to be filed in the student's file

August 2019